

 UC San Diego INSTITUTIONAL REVIEW BOARD ADMINISTRATION	OIA-081 SOP: IRB Removal				
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1 PURPOSE

- 1.1 This procedure establishes the process to remove an IRB.
- 1.2 The process begins when the institutional official, Office of IRB Administration (OIA) director, or designee determines that an IRB is no longer needed.
- 1.3 The process ends when the IRB is deactivated with Office for Human Research Protections (OHRP) and the federalwide assurance (FWA) is updated.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

3 REQUIREMENTS

- 3.1 IRB rosters are maintained using the *OIA-601 DATABASE: IRB Roster*, or equivalent.

4 RESPONSIBILITIES

- 4.1 OIA staff members and the institutional official, OIA director, or designee carry out these procedures.

5 PROCEDURE

- 5.1 For each IRB member who will no longer serve as an IRB member, prepare *OIA-561 TEMPLATE LETTER: IRB Member Thank You*, or equivalent, obtain signature of the institutional official or designee, and send to the IRB member(s) who will no longer serve.
- 5.2 For each IRB member who will continue but will serve on a different IRB, prepare *OIA-560 TEMPLATE LETTER: IRB Member Appointment*, or equivalent, citing their appointment to the new IRB, obtain signature of the institutional official or designee, and send to the IRB member(s).
 - 5.2.1 This process does not restart the service term of the IRB member.
- 5.3 Deregister/update the IRB member on the IRB Organization (IORG).¹
- 5.4 Remove the IRB member from/update the FWA.²
- 5.5 Remove members from/update *OIA-601 DATABASE: IRB Roster*, or equivalent, and rename the file with the date of the update.
- 5.6 File:
 - 5.6.1 *OIA-601 DATABASE: IRB Roster*, or equivalent.
 - 5.6.2 FWA.
 - 5.6.3 Signed *OIA-560 TEMPLATE LETTER: IRB Member Appointment*, or equivalent.
 - 5.6.4 Signed *OIA-561 TEMPLATE LETTER: IRB Member Thank You*, or equivalent.

6 MATERIALS

- 6.1 *OIA-001 SOP: Definitions*.
- 6.2 *OIA-560 TEMPLATE LETTER: IRB Member Appointment*.
- 6.3 *OIA-561 TEMPLATE LETTER: IRB Member Thank You*.
- 6.4 *OIA-601 DATABASE: IRB Roster*.

7 REFERENCES

- 7.1 [45 CFR 46.107](#), [45 CFR 46.108\(a\)\(2\)](#), [45 CFR 46.115\(a\)\(5\)](#)
- 7.2 [21 CFR 56.107](#), [21 CFR 56.115\(a\)\(5\)](#)
- 7.3 [UCSD Policy and Procedure Manual \(PPM\) 100-5](#)

¹ See <http://www.hhs.gov/ohrp/assurances/>. File via electronic submission system at Web site: <http://ohrp.cit.nih.gov/efile/>.

² See <http://www.hhs.gov/ohrp/assurances/>. File via electronic submission system at Web site: <http://ohrp.cit.nih.gov/efile/>.